



October 12, 2000

Mr. Don Peterson  
Village of McFarland  
5915 Milwaukee Street  
P.O. Box 110  
McFarland, WI 53558

Dear Mr. Peterson:

I am pleased to inform you that your municipality has been certified in accordance with Wisconsin Administrative Code, ss. Comm 50.21 and 66.24, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all new commercial buildings of less than 5,000 square feet total area and alterations involving less than 10,000 square feet area. Building plans for such buildings that are located within your municipality should no longer be submitted to our agency.

Your municipality has also been authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the certified municipality size limits will still be done by our agency.

Based on a memorandum of understanding with the state of Wisconsin Department of Commerce, the submitting party has the option of submitting to the state or to the city of Madison for projects beyond the certified municipality size limits. If the submitting party chooses to have their plans reviewed by the city of Madison, the city of Madison under the memorandum of understanding is responsible for inspection duties. This does not eliminate your authority to perform inspections under a municipal ordinance or as the agent for projects reviewed by the State of Wisconsin Department of Commerce Division of Safety and Buildings.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. We may periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Martin Pilger will be responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

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We will begin work on a press release announcing this action so that building designers will know where to submit plans. Our inspection deputy for the area will be meeting with your inspector to discuss our procedures for state inspections in certified municipalities.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,



Michael Corry  
Administrator

cc: Ron Buchholz, Field Operations Bureau  
Henry Kosarzycki, Municipality Monitoring Agent  
Randy Baldwin, Integrated Services Bureau  
Dale Mitchell, Certified Municipalities Coordinator  
Tony Hozeny, Public Information Officer  
Harry Sulzer, City of Madison

May 1, 2001

Cathy Kirby, President  
Village of McFarland  
6407 Fox Run  
McFarland, Wisconsin 53558

Dear Ms. Kirby:

I am pleased to inform you that the Village of McFarland has been delegated appointed agent status in accordance with s. Comm 50.22, Wisconsin Administrative Code for fire protection system plan review and inspection within the Village of McFarland. The McFarland Fire Department will be delegated the responsibility to review plans and inspect installations of fire prevention, detection and suppression systems in all buildings, regardless of size and occupancy as prescribed by s. Comm 50.12(2)(k), Wis. Admin. Code.

Your request to examine building fire protection plans and conduct inspection of fire protection systems as an appointed agent for the department under s. 101.02(5)(b), Stats. meets the criteria of conditions of participation required under s. 50.22(2)(b)-(e). It is our understanding that Deputy Chief Scott J. Miller will be performing the plan review duties. While appointed, the Village of McFarland shall comply with s. Comm 50.22(2)(g) to (i) as follows.

- (g) Collect the plan examination fees that the department would otherwise collect, as specified in s. Comm 2.31, and submit to the department the fees specified in s. Comm 2.31(1)(f) or (g).
- (h) Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- (i) Notify the department, in writing, at least 30 days prior to the date upon which the Village of McFarland intends to relinquish the responsibilities assumed under this section.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings. Also, the department may revoke the agent appointment of any municipality where the plan examiners or inspectors do not meet the standards specified by the department, or where other requirements of this section are not met; s. Comm 50.22(3).

The Village of McFarland shall follow the standards developed by the Department of Commerce for fire protection plan examination and approval. These standards have been developed to establish guidelines for enforcement of state codes and statutes. These guidelines are intended to bring about consistency in the plan examination and approval process for fire protection systems installed throughout the state. Review the standard and evaluate your fire protection plan review resources to determine that the Village of McFarland shall meet or exceed this standard.

The Village of McFarland shall be charged with the coordination of all related responsibilities delegated to the Village of McFarland.

We will begin work on a press release announcing this action so that fire protection system designers will know where to submit plans. Be advised that the owner shall be provided the choice of submittal with either the Village of McFarland or the State of Wisconsin Department of Commerce. The Division of Safety and Buildings looks forward to working with you.

All code related concerns specific to plan review of fire protection systems may be directed to either Bill Sullivan at 608-266-9643, or Keith Glaunert at 262-548-8604. Municipal and administrative concerns and questions can be addressed with Henry Kosarzycki at 262-548-8615.

([wsullivan@commerce.state.wi.us](mailto:wsullivan@commerce.state.wi.us))

([kglaunert@commerce.state.wi.us](mailto:kglaunert@commerce.state.wi.us))

([hkosarzycki@commerce.state.wi.us](mailto:hkosarzycki@commerce.state.wi.us))

Sincerely,



Michael F. Corry  
Administrator

cc: Deputy Chief Scott J. Miller  
Randy Baldwin, Integrated Services Bureau  
Daniel Graham, Field Operations Bureau  
Henry Kosarzycki, Municipality Monitoring Agent  
Tony Hozeny, Director, Office of Public Information